



Standard Operating Procedure Refuse Disposal Division

**REFUSE
DISPOSAL
DIVISION**

Emergency Procedures

Hazardous Materials Spill Response and Reporting

Spills Involving City of San Diego Equipment/ Employees

The responsibility for implementing this procedure begins with the person(s) responsible for the chemical spill or the first person(s) to discover the spill. They will be responsible for reporting the spill and completing cleanup actions (small spills) or requesting trained assistance (large spills).

Spill Reporting:

1. Report all spills of hazardous materials to the Landfill Superintendent as soon as possible, regardless of the quantity of spilled material.
2. Be sure to provide the following information:
 - Type of spilled material
 - Quantity of spilled material
 - Location where spill occurred
 - Time and date the spill occurred
 - Description of the actions taken to contain and clean up the spilled material
3. The Field Operations Program Manager will record the above information in the Log of Special Occurrences.
4. Report spills involving more than one (1) gallon of liquid or more than ten (10) pounds of a solid to the Hazardous Substances Enforcement Team (HSET).
***Note** - The attached Spill Reporting Form must also be completed and faxed to HSET.
5. HSET will determine if the spill is required to be reported to regulatory agencies.

Spill Response:

1. Employees shall be trained in the proper use of personnel protective equipment and basic spill response equipment.
2. Use absorbent materials to contain and clean up small spills of hazardous materials.
Small spills are defined as spills which:
 - The identity of the spilled material is known
 - Sufficient resources (personnel and equipment) are onsite to contain and cleanup the spilled material.***Note** – Absorbent materials are located adjacent to the vehicle fueling island, the Operations trailers, and the fee booth adjacent to lane 1.
3. Manage contaminate absorbents and spilled materials in accordance with regulatory requirements. (Contact HSET for guidelines.)
4. Report large spills immediately to the Landfill Superintendent and HSET (a large spill is any spill that does not fit the definition of a small spill).

5. HSET or the Landfill Superintendent will call 911 or Station 38 and request Fire Department assistance.
6. Employees in the area of a large spill are to evacuate the area and prevent vehicles and other employees from entering the area while awaiting the arrival of trained cleanup personnel.
***Note** – Employees may attempt to contain the spill, provided their personal safety or the safety of others is not jeopardized by their actions.

Spills Involving Private Parties

1. Report all spills of hazardous materials involving private parties to the Landfill Superintendent, who will record the information in the Landfill Operations Log.
2. Small spills will be contained and cleaned up by Landfill Operations staff, HSET, and/or spill response personnel designated by the private party.
3. Request Fire Department assistance for large spills.
4. Management of contaminated absorbents and spilled materials will be the responsibility of the private party.
***Note** – The City may choose to manage these wastes, which would then be managed in accordance with regulatory requirements.
5. The private party is responsible for providing all necessary spill-reporting notifications to regulatory agencies.

Environmental Management System (EMS) –ISO 14001

PROCESS MAP #: N/A

Benefit of Compliance to Instruction:

- Employees are trained to safely respond to spills, minimizing the potential impact to personnel or the environment
- Spills documented in accordance with regulatory requirements
- Regulatory Agency notified in a timely manner

Consequence of Non-Compliance to Instruction:

- Risk to employee safety
- Adverse impact to the environment
- Violations and/ or fines from Regulatory Agency

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